

Sisseton Wahpeton Oyate

Job Description

Job Title: SAMSHA (SOC) GRANT- Lead Family Coordinator

Reports to: Project Director

FLSA Status: Non-exempt

Summary:

Will work awardee staff in all levels of decision-making, including the development, implementation, and evaluation of the System of Care, and providing support services for families receiving services through the grant.

Duties and Responsibilities:

- Provide general leadership and guidance over System of Care
- Assist with developing and implementing programs
- Ensure participation records are kept and proper tracking
- Provides support services for families
- Manages attendance records, and monthly reports
- Responsible for assisting fellow employees during events as needed

Qualification Requirements:

- Ability to communicate effectively in writing and verbally, for the community with information & scheduling purposes
- Strong organizational skills and ability to multi-task in a fast-paced environment
- Maintain a healthy lifestyle, must be flex time
- Ability to work independently: self-motivated, resourceful
- Able to lift over 30lbs
- Able to sit and/or stand for long periods of time
- Must be able to successfully pass background check as required by PL 101-630

Education and/or Experience:

- High school diploma, Bachelor's degree preferred
- Foster care certification
- CPR/First Aid certificate/ First Aid Mental Health certificate
- Must have Valid Driver's License
- Excellent communication, verbal, and written skills
- Expertise in using MS Office suite of products (i.e. Word, Excel, Outlook, PowerPoint)

Approved _____



Date _____

6/15/23

SAMSHA (SOC) Project Director, SWO Youth Department